

# **Survey Advisory Board Meeting Minutes (Draft)**

**April 13, 2016**

**8:00 a.m. to 2:00 p.m.**

**The Conference Center at Seattle-Tacoma International Airport**

17801 International Blvd., Seattle, WA 98158

## **Board Members Present:**

Martin Paquette, PLS, Education (Substitute Chair)

Walt Dale, PLS, Urban

Bruce Dodds, PE/PLS, Multi-Discipline

Steve Palmen, PLS, Government

Not Present: Tim Kent, PLS, Rural, Chair

## **Staff Present:**

Pat Beehler, PLS

Kris Horton, PLS

John Gasche, LSIT

## **Guests:**

Jill Munns, Pierce Co. Auditor's office – Auditors Recording Committee Liaison

Mel Garland, PLS, LSAW liaison

Paul Galli, PLS, WCCS liaison

Rick Dickman – guest (IRWA)

Mark Borys – GeoDimensions, Inc.

## **Sub-Chair Martin Paquette called the meeting to order at 8:00 a.m.**

The minutes of the December 9, 2015 meeting were unanimously approved with spelling corrections as noted by Bruce Dodds.

## **Monument Protection**

John reported that 62 Permit applications and 41 Completion Reports were received and processed from Dec. 9, 2015 to April 12, 2016. John said he is working on adding a column in his tracking spreadsheet which would note if the Permit was submitted by a private surveyors/county/city/WSDOT.

Kris said that the number of Permits received each year, over the last 10 years, has been an average of 265/yr. Board members noted that those numbers are very low for the amount of construction work that goes on in the state – road, utility, and development work. Kris and John will continue their efforts to do outreach (educate) about the Permit and monument preservation to surveyors, engineers, utility companies, counties/cities, construction companies, and any other entities that may be involved in monument destruction.

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Kris and John reported that they're still working with the County Engineers concerning the chip-seal MOU. There has been no contact from the County Engineers Association since Kris and John presented to them about the MOU in November, 2015. Kris will contact the Association (Gary Rowe) to set up a meeting to discuss next steps. If the Association is not inclined to move forward with the MOU, then options are to enforce the Permit as is for chip-seal projects or create a separate Permit form for chip-seal projects. Walt suggested that the letter from the Board of Registration about doing the Permits be re-published in the Board Journal (note: the BOR did re-publish the note in the Spring 2015 Board Journal, at the request of the PLSO). John talked about the "survey" question he presented at the PLSO booth at the LSAW conference in March 2016. The question asked, per the definition of "Removal or destruction" in WAC 332-120-020, does chip-seal constitute destruction of a survey monument. There were 15 written responses, many with comments written in, and all agreed that it does destroy monuments. John was trying to find out how much of an impact it has on the work the surveyors do. Bruce and Walt agree that a complaint would need to be filed, for non-compliance, before the BOR would/could get involved. Mel agreed and stated that omission of monument preservation in the work contract would be helpful in backing up the complaint. John and Kris will work with C.R.A.B. about getting the Permit requirement in the work contracts. Rick suggested filing a complaint against an egregious offender, not someone who is trying to do a good job at monument preservation. Martin suggested a "Did you know?" article about the situation.

### **Report from Auditor's Recording Committee liaison to the SAB**

Jill reported that 34 of the 39 counties were represented at the Auditors Recording Conference in March 2016. The new Recording Manual was completed and given to the counties, at the conference. Jill gave copies of the "Maps" section to the SAB members and staff for review, but noted that Walt and Kris had worked with the Auditors Recording Committee on that section. Jill presented copies of a cemetery plat that was submitted for recording at Pierce County, where the additional recording fee per lot was not collected due to confusion about the number of lots. The property owner said that ten (10) plots was being considered a lot. She asked for opinions from the SAB members and attendees about what is considered a lot in a cemetery plat – based on their knowledge and/or experiences. All board members and attendees agreed that each "plot" was a lot. She said that the attorney for the county was reviewing the issue.

Jill reported that Kris brought to the attention of Vicky Dalton (Auditors Recording Committee chair and Spokane County Auditor) that some counties are requiring survey map margin sizes that are in conflict with the margin requirements per RCW/WAC. Vicky talked to the counties and at least in one of them, the non-compliance requirements were being requested by the planning department. SAB members agreed that the map margins as set in the RCW/WAC cannot be changed by the county. Kris has been working with Vicky on letting the recording offices know that the barcode sticker cannot replace the Auditor's Certificate as required by RCW/WAC, but it can be used in addition to the certificate, but it must be placed within the 2" left margin (not inside the map area). Kris prepared a notice and it was sent out to the counties.

### **PLSO Website**

Kris reported that the Historic Records Indexes, which were not transferred over to the new DNR/PLSO website last year, will be added back to the PLSO website sometime in the next month. Walt asked if the PLSO was going to fill in the records gaps from the counties (such as Lincoln County). Kris said that as the PLSO gets up to date on current map indexing, then they will work with the counties to get the missing records. Paul said he has been receiving calls about a few county engineering offices that aren't

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allowing access to their records. Since the county engineer's offices are "of record", it was agreed by all attendees that the records must be available to the public.

### **LSAW Liaison to the SAB – Mel Garland**

Mel reported that the LSAW conference in March 2016 was a success. There were good attendance numbers. He said that many conference attendees approached him with questions about the Affidavits of Minor Corrections no longer being an acceptable way to amend a survey map. He said it would be a good idea to contact the Title Companies (organization/association) about the change in the AMC's. Kris will try to reach out the Title Companies. Walt said he would help with that. Jill asked if Kris would send her a copy of the latest notice that was sent out about amending a survey map. Mel said that the LSAW supports the BOR on the "practice of land surveying" definition. He said that the LSAW refresher course videos are on hold due to funding complications. He noted that the LSAW Spring Seminar is in Spokane on May 20<sup>th</sup> and that the Walker Cup Golf Tournament will be on August 19<sup>th</sup>.

### **WCCS (Washington Council of County Surveyors) Liaison to the SAB – Paul Galli**

Paul reported that the WCCS had a meeting at the LSAW conference. One of the items on their Agenda was the Monument Preservation Fund Committee report. They're working on gathering population information for the proposed money distribution. The thought is to base the amount of money that would go to each county, for monument preservation, be per population number. Pat said that a draft RCW is prepared, but the WAC can't be drafted until the money distribution is decided. Kris said that she is disappointed in the lack of input from private surveyors regarding the Monument Preservation Fund Committee. They need to be more aware of how this is going to affect them – create work for them. She asked why there aren't more private surveyors on the committee.

WCCS is in agreement that the chip-seal MOU that John & Kris are working on with the counties is a good thing. They support it. He did say that most monument destruction in subdivisions is by contractor and utility companies.

Paul noted that there are still lots of "bad" surveys being done. Many county processes don't include a review by a county PLS. They're still seeing a lack of proper research being done, and hope that continuing education about research will help.

### **Rule Making**

These items were discussed for rule making:

#### *Revisions to WAC 332-130:*

Using the latest draft that was created by former Board member, Ron Torrence, Walt and Kris will add the changes requested by Auditors and Surveyors. They will then look at what other RCW/WAC's would be affected by the changes. All SAB members will review. Walt will resend his copy of Ron's draft to all Board members for their review & comments.

*Accuracy Standards for a Traverse (Field Traverse Standards) (WAC 332-130-090):*

Martin gave a summary on where we are at this point – Can we get compliance with ALTA standards and without requiring a certain software/equipment? Martin asked for guidance on where to go with this. Mel, Mark and Walt added input that they use additional software if needed (Carlson, StarNet).

Discussion: The Board members want to move forward with updating the standards. Steve said to just add “...meet current ALTA standards...” And that we can’t dictate how they get there. Pat noted that government can’t refer to another entity – such as ALTA – they must write out the standards in the WAC.

Walt and Martin will look at actual field examples to see if they can meet proposed new standards.

Bruce asked “why?” are we looking at making these changes. Kris mentioned that the conversation started with the discussion about GPS surveys mostly being RTK and not meeting current standards and that technology offers the capability of meeting different standards.

Mel suggested a “tier system” of standards.

*Topographic Standards RCW 58.24.040(1):*

Bruce reported that he and Walt made some changes to the checklist and then sent it to six (6) companies for feedback. Based on the feedback, a few more changes were made. Mel suggested that a statement about contour accuracy be added to the checklist requirements – to perhaps reword “2(g)” on the draft checklist. Mel said that a parameter of one-half (of the) contour accuracy standard – such as “...attest that the contours are accurate to within one-half the contour interval of ...” Bruce suggested that the accuracy standard should fit the project – whatever that may be. Martin said that in the future the term “contours” may no longer be used.

The latest draft of the checklist was approved by all Board members. Bruce will send an electronic copy of the checklist to Kris for her to send to the BOR for review and comments.

**“Did you know?” articles**

Walt suggested an article about the line staking WAC 196-24-110. He said he would do it. Kris asked that three of the articles be done by the next meeting (Aug. 2016). Walt, Steve and John said that they would each have one ready by then. The proposed article subject list was reviewed and some changes were made (deleted/added).

Paul said that he will write an article about Basis of Bearings.

**PLSO Update**

Pat reported that the 02A account (surveys & maps) has a balance that is slowly increasing to a number that will help the PLSO operate at an acceptable level. Over the course of the next few years, if the revenue allows it, the PLSO may be able to buy an automated book scanner and increase staffing for scanning & indexing. Pat said changes in the coming elections may impact the Agency and the economy, and therefore the revenue. He reminded the Board that the DNR portion of the map recording fee is to be reviewed every 2 years (at the beginning of each biennium).

In regards to the PLSO working with State Archives concerning survey map storage: Kris is working with Terry Badger (State Archives) to find out from the Archive Regions what legible images they have of recorded survey maps. The next step would be to see if there are “gaps. If so, then Kris will see if the PLSO can fill in those “gaps”. The goal is to make sure that between the PLSO and Archives, there is a legible scan of all recorded survey maps/documents.

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Kris announced that with the help of the LEAN process put in place last year and the addition of a staff member, the PLSO is up to date on indexing current maps. The exception is King County, which is being worked on and should be up to date soon. The goal is to have maps indexed within 30 days of receiving them from the county.

Kris stated that she is still receiving many inquiries and complaints about the elimination of the Affidavit of Minor Correction. She is being contacted by county recording and planning departments about how a map should be amended to comply with RCW/WAC. Kris did send out an updated “notice” about this subject, at the end of December (after the last SAB meeting). It was sent out through the SAB/PLSO Listserv. Kris thinks that continuing education and just having all involved get used to not using the AMC’s will help the situation.

There was discussion about a city that is amending information (deemed “non-survey” by the city employee) on plats/short plats via an “affidavit”. Kris will respond to the city based on the discussion at this meeting.

### **Update on DNR Presentations:**

Kris gave two presentations at the LSAW conference in March 2016. The subjects were “The PLSO Year in Review/Researching at the PLSO” and “Survey Map Requirements”. Both presentations were well attended and she has received good feedback about them. Kris and Pat presented at the Auditor’s Recording Conference in March 2016. Kris received lots of responses from the recording staff. It was very beneficial in building good relationships with the Auditor’s offices. Kris and John presented at the LSAW NW Chapter (Bellingham) meeting in February 2016 – subject was “Amending a Survey Map” and “Monument Permits”. They also attended the Whatcom County Monument Preservation Committee meeting while they were in Bellingham. Kris also noted that she makes a point of stopping by the Auditor’s office in whatever area she visits – such as the Whatcom Co. Auditor’s office when she was in Bellingham. Kris and John also stopped at the Pacific Northwest RR Archive in Burien to see what RR r/w records they have. They do have an extensive collection for many of the railroad companies. A copy of their information (pamphlet) is on WebXtender – search under \*railroad archives\* in the “remarks” field.

Kris asked if the blue ink could be accepted for signatures on a map – owners, county approval, etc. A surveyor contacted Kris about his and said that it is extremely difficult to make sure the signatures are done in permanent black once it leaves the surveyor’s office – even when instruction and a pen are sent with the map. There was much discussion about this: it was noted that blue ink was originally not accepted because of the blue line copies. The Board members agreed that the blue ink signature could be accepted as long as they scanned legibly. Kris will send out a notice to the Auditor’s recording offices (via Vicky Dalton).

Kris said that she will be contacting Shannon Gillespie at the BOR, concerning the SAB having some space for an article in the BOR Journal – possibly a summary of what the SAB is working on/discussions.

### **New Items**

No New Items

### **Good of the Order**

Tim has been approved to serve on the SAB for five (5) more years. Martin will be the next board chair – starting at the next meeting (Aug. 2016).

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The SAB member contracts with the BOR expire on June 30, 2016 and are unlikely to be renewed. Pat is exploring what DNR can do to facilitate the SAB meetings.

### Next Steps

The next meeting of the SAB will be (tentatively) August 10, 2016. Location undetermined at this time. Martin Paquette will be the SAB chair starting July 1, 2016.

### Suggestions

Walt suggested that plane tickets for SAB members traveling across the state be purchased at least five (5) weeks out to get a good purchase price.

### Assignments

- SAB Members:
  - Bruce: email recent draft of the Topo Checklist to Kris
  - Walt work with Kris on reaching out to Title Company organizations/associations – concerning changes such as the AMC no longer being used.
  - Walt & Martin will look at actual field examples to see if the proposed new field traverse standards (ALTA) work.
  - Re-send copy of Ron's changes of WAC 332-130 to all SAB members and staff.
- Kris will:
  - Send copy of last AMC notice to Jill Munns
  - Send draft Topo Checklist to BOR for review/comments
  - Send out notice to Auditor's concerning the acceptance of blue ink signatures (if legible)
  - Work on Monument Brochure
  - Contact Idaho & Oregon surveying associations for outreach/education purposes
  - Send invitation to IRWA to attend the SAB meetings (liaison)
  - John Gasche to work at providing breakdown of Permits – private/County/City/WSDOT
  - Pat Beehler to work on details for organizing/funding of next SAB meeting (Aug. 2016)
- Did you know? Article assignments:
  - Kris: Scanning (map legibility)
  - Kris & Casey: Notary ink and signature color
  - Tim: Transfer of Death Deed
  - Walt: UAV mapping – informational
  - Mel: Local Jurisdiction control of mapping
  - Bruce & Martin: Certificate on all recorded documents
  - Steve: Highway construction monuments - - PART 2
  - John Gasche: Getting verbal approval for a Permit – common errors

**Meeting Adjourned at 2:00 p.m.**

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